

BURLINGTON WATER DISTRICT

Manager: Hiland Water - P.O. Box 699 Newberg, OR 97132 Phone: 503-554-8333; 1-855-554-8333 (TF)
Internet: BWD Website <https://burlingtonwater.specialdistrict.org/>

Board of Commissioners Meeting

Wednesday, July 20, 2022

6:15 pm

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Minutes

Call Meeting to Order by Ron Yann at 6:17.

Announce Board members present to establish quorum for meeting: Ron Yann, chair; Gail Curtis, vice chair; Dan Johnson, treasurer; Susie Hasty, secretary; Quorum present. Dan Zimmerman, bookkeeper; Aaron Olson, Hiland water operator also present.

Public Comment: None

Water Operator's Report from Hiland:

- a. Monthly overview: several locates, no coliform, no issues this month.
- b. Update on leak detection/repair: Water loss at 4gpm's over 30 day period. Pumping at half of max agreement with Portland.
- c. Possible meter replacement: N/A
- d. Chlorine residual monitoring: Portland corrected flushing issue June 10th, BWD low chlorine readings greatly reduced since then.
- e. Customer issues? No report
- f. Billing adjustments? No report
- g. Leak prevention presentation: Aaron presented a map of Burlington Water district and described the method used for systematic leak detection.

ACTION: Dan J. moved to provide Hiland with \$2000.00 maximum to perform leak detection over the next month as presented. Susie Hasty seconded, motion passed unanimously.

- h. Brian Candido's new service will be completed in a couple weeks.

Bookkeeper/Office Manager's Report:

- a. Hiland Credit Memo and Accounts Receivable/Payable reports: Reviewed receipts and expenses for month.

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- b. Monthly budget statements: Fiscal year ends June 31st. Reviewed balance sheet; Budget vs. Actual statements; Profit and Loss. Water sales at 83.6% for the year. Grant proceeds will be recorded in next year's budget cycle.
- c. Monthly budget expenditure review: Expenses under budget for the year.

Consent Agenda:

- d. Board approval to pay bills as presented:
ACTION: Dan J. moved that bills be paid as presented, Gail C. seconded, motion passed unanimously
- e. Approval of June Board Meeting minutes as submitted:
ACTION: Gail C. moved that June minutes be approved as submitted, Dan J. seconded, motion passed unanimously.

Administrative Reports:

- a. Update – Newberry Road petition for variance to join District. Ron reported that there has been no response from the Newberry representative thus far. Last correspondence was that the Newberry residents would need to hire an engineer of their choosing and place a 4" line.
- b. Update – Riverview Project. Atty Schroeder confirmed that the board should request a mini RFP for engineering services from 3 qualified vendors. Plan is to review RFP's at August meeting. Construction work will be a separate RFP at a later date.

New Business:

- a. Gail Curtis brought up proposal/offer to lead a process to research and create a 20 year Master Plan for the Burlington Water District. More to come at next meeting.

Announcements:

- a. Lauren Golar Board Membership: Lauren is stepping down from the board immediately due to family issues. Board members will search for a replacement for the second year of her term. County does not need to be notified. Board will choose a replacement for remainder of 2 year term and then the position will be opened during next election.

Adjournment:

Susie H. moved that the meeting be adjourned, Gail C. seconded, motion passed unanimously.
Meeting Adjourned at 7:04pm.

Next Board Meeting: Wednesday, August 17, 2022, at 6:15pm.

Location: Due to the current health emergency resulting from the COVID-19 pandemic, meeting to be held by GoToMeeting videoconference.

Susan Hasty,
Recording Secretary